

**CITY OF FIFE
REQUEST FOR PROPOSALS**

I. PURPOSE OF REQUEST.

The City of Fife ("City") is soliciting a Request For Proposals from qualified firms for the purpose of selecting a consultant to complete a City of Fife Tree Inventory & Assessment Report. The City's needs are outlined in the following Request for Proposals ("RFP").

II. TIME SCHEDULE.

The City will adhere to the following timetable, which should result in a selection of a firm by March 3, 2011.

Issue RFP	February 10, 2011
Deadline for Submittal of Proposals	February 23, 2011
Interview Shortlisted Firms	February 28, 2011
Notify Firm Preferred	March 3, 2011

III. INSTRUCTIONS TO APPLICANTS.

A. All Proposals should be sent to:

By Mail or Delivery, send to:

Kurt Reuter, Parks, Recreation & Community Services Director
City of Fife
5411 23rd Street East
Fife, WA 98424

For questions about the project or the RFP, please contact Kurt Reuter, PRCS Director at 253.896.8641.

B. All RFP's must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFP" City of Fife Tree Inventory & Report.

C. All RFP's must be received by February 23, 2011 at 4:00 pm. Four (4) copies of the RFP must be presented. No faxed or telephone RFP's will be accepted.

D. Request For Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Proposals shall be not more than ten (10) double sided pages. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

E. The PRCS Director or a representative of the PRCS Department will notify the firm selected by March 3, 2011.

F. All RFP's must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the proposed project, and office location. Describe experience in Tree Inventory and reporting.
- A brief history of related work by the company, along with recent representative project samples.
- A proposed outline of tasks, products and project schedule.
- A proposed budget based on the above outline of tasks, products and schedules.
- List of public sector references.
- Your firm's approach to the project.

IV. **SELECTION CRITERIA.**

A maximum of four firms or applicants will be selected, or "shortlisted" to interview for the project. Selection will be based on an evaluation of the submitted proposals using the factors below.

1. Responsiveness of the written RFP to the scope of service.
2. Proposed budget, based on tasks and products.
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.
4. Performance in the interview, including proposed approach.

V. **SCOPE OF SERVICES.**

Project Background

The City of Fife has not previously conducted a Comprehensive Tree Inventory. The purpose of the current project is to produce the city's first tree inventory and report and provide guidance to the City in its management of this resource.

Project Description

The new City of Fife Tree Inventory will provide critical resource information necessary to ultimately prepare an Urban Forestry Management Plan. The information collected in this first tree inventory will help to set a benchmark from which the City will base all future work done in the area of urban forestry management. The tree inventory will be a working document that guides both day-to-day and long-range decision-making.

Because of budget constraints and short time frame the City is assuming some coordinated work effort by City staff and volunteers will be necessary. Therefore, the proposal should

indicate an approach that identifies work to be done by the firm(s), and efforts expected from the City and its volunteers.

Tree Inventory & Report Elements

The new Tree Inventory & Report should include the following elements:

- Determine right-of-way locations and locations of public property
- Global Positioning Satellite (GPS) location and assessment of trees greater than or equal to one-inch (1”) diameter (DBH) on street ROW and other city property.
- Level of GPS accuracy will be ten centimeters (10 cm) or less.

Tree Inventory and Assessment Report Preparation and Content

- An analysis of all the data collected should be summarized in the report and displayed more graphically (tables, graphs, pop-ups and photographs) than textually with textual information kept concise.

VI. COMPENSATION.

- A. Please present detailed information on the firm’s proposed fee schedule for the proposed work.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

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